



Theatre Prospero Association
9210 118 Ave. Edmonton, Alberta T5G 0N2
780-761-2773 | www.theatreprospero.ca

Job Title: Box Office Attendant

Application Deadline: May 31, 2024 or until the position is filled

Contract Dates: As soon as possible start through July 6, 2024

Compensation: \$1,200 flat fee (estimated 60 hours of work)

Theatre Prospero seeks an individual to run the onsite box office and ticket sales for its upcoming production of *Anthem of Life, Part 1*. The performance run of the play will consist of 15 public performances at the Alberta Avenue Community Centre between June 19 and July 6, 2024. The Box Office Attendant will be responsible for providing the onsite ticket sales for each day of the production.

For over the past 20 years, Theatre Prospero has celebrated the myths and stories at the roots of Edmonton's many cultures through our various theatre productions. Our artists and audiences come together to share these stories that reflect our diverse society. The venues where they meet include theatres in Edmonton, our home venue on Alberta Avenue, found spaces, classrooms, seniors' centres, and school gyms across Alberta and virtually across Canada. We are committed to ensuring that our staff, crew, and artistic teams also reflect the diversity we see on our stages and strongly encourage submissions from people of all backgrounds so that we may continue our tradition of discovering what connects us all through art.

Box Office Attendant Job Description:

The Box Office Attendant reports to the Associate Producer of Theatre Prospero. The Attendant's responsibilities include:

- receive and prepare ticket sales reports from Edmonton Shops & Services (Tix on the Square) for each show
- running the onsite box office for each production, selling tickets to attendees buying tickets at the door
- facilitating attendee purchasing of tickets for other show dates, if required
- providing excellent customer service and hospitality to all show attendees
- assisting the FOH manager with FOH supervision
- counting and restocking cash floats under the direction of Company Management
- conducting the daily reconciliation of ticket sales

Key dates/times for the project are:

- Orientation - June 5 - 11, 2024 (3-5 hours)
- Evening show shifts from 6 PM to 9:30 PM:
 - Tuesday, June 18 - Saturday, June 22
 - Wednesday, June 26 - Saturday, June 29
 - Tuesday, July 2 - Thursday, July 4
- Matinee show shifts from 11:30 AM to 3 PM:
 - Saturday, June 22
 - Sunday, June 23
 - Sunday, June 30
 - Saturday, July 6

Box Office Attendant Qualifications:

We are looking for a self-motivated individual that has a keen interest and enthusiasm for celebrating stories at the roots of Edmonton's many cultures through theatre, music, dance, and other arts. Facility with good writing and numerical skills, good communication skills, an audience focused attitude and out of the box thinking, and a strong willingness to learn are all a must. The successful candidate will have a proven experience working in a box office or cashier role. Previous experience with cash and credit card handling is a must. Excellent organizational and problem-solving abilities, with a keen attention to detail and the ability to manage multiple tasks and priorities in a fast-paced environment are assets.

Please email your resume and a cover letter to info@theatreprospero.ca with the subject line "Box Office Attendant Application." **We are accepting applications until May 31, 2024, or until the position is filled.** Applications will be reviewed as they are received.